

**ADMINISTRATIVE OFFICE OF THE COURTS
HUMAN RESOURCES DIVISION**

New Hires, Promotions and Transfers

CHECK LIST

HIRING SUPERVISOR:

*The following should be submitted to the AOC/HR Division for every hire, by the hiring supervisor.
Thank you.*

COPY OF CURRENT JOB DESCRIPTION AND JOB POSTING	
<i>CANDIDATE SELECTED</i> - Hiring Documentation & Salary Placement Memo	
<i>CANDIDATE SELECTED</i> Competencies Form	
<i>CANDIDATE SELECTED</i> -Copy of Application, Diploma, Transcripts, References and Licensure, (if applicable).	
INTERVIEW NOTES FORM (Please attach interview questions.)	
<i>CANDIDATE SELECTED</i> - & <i>NOT SELECTED</i> - All interview notes.	
<i>APPLICANTS NOT SELECTED</i> - Copy of Application and all other documents submitted.	
<i>APPLICANTS NOT SELECTED</i> - Copy of Thank you Letters.. (Please attach to the front of the individual applications.)	
HR DIVISION TO COMPLETE TRACKING SHEET FOR APPROVALS.	

CC: Human Resources Recruitment File

**ADMINISTRATIVE OFFICE OF THE COURTS
HUMAN RESOURCES DIVISION**

Hiring Documentation & Salary Placement Memo

TO: Lorri A. Ortega, Human Resource Director

From: (Hiring Supervisor)

Thru: (Human Resource Analyst)

Date:

Subject: New Hire OR Salary Promotion Supporting documentation

Candidate's Name: _____	Position Being Filled: _____
SSN: _____	Job Classification: _____
Current Judicial Branch Employee: YES __ NO __	TOOL # _____
Current Job Classification, if applicable: _____	PERM # _____
	FULL TIME OR PART TIME (Circle one)

Candidate's Current Hourly Rate: _____ <input type="checkbox"/> New Hire <input type="checkbox"/> Promotion <input type="checkbox"/> Lateral Transfer	Position Pay Range <input type="checkbox"/> Pay Range Min: _____ Range 100%: _____	Proposed Hourly Rate: <div style="border: 1px solid black; border-radius: 50%; width: 150px; height: 100px; margin: 10px auto;"></div> Proposed Start Date: _____
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cc: Human Resources Hiring File & Employee Personnel File.

**ADMINISTRATIVE OFFICE OF THE COURTS
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CANDIDATE *SELECTED* COMPETENCIES

CANDIDATE NAME: _____

Please complete for candidate selected, as it pertains to the position, interview questions and responses.

EDUCATIONAL BACKGROUND:

APPLICABLE KNOWLEDGE, SKILLS AND ABILITIES OF THE CANDIDATE:

**APPLICABLE WORKING EXPERIENCE AND /OR DEMONSTRATED
PERFORMANCE:**

SALARY PLACEMENT:

(80% minimum should be considered entry level for the position; up to 95% should be considered ability to perform at full competency.)

Strengths & Weaknesses:

Additional notes may be attached, if necessary.

Salary comparison with others in the same classification performing the same level duties::

Name	Hourly Rate

Additional sheets may be attached if necessary.

Attachments: Candidate application/resume, transcripts, licensure (*if applicable*).
cc: Human Resources Hiring File **ONLY**.

INTERVIEW NOTES

**ADMINISTRATIVE OFFICE OF THE COURTS
HUMAN RESOURCES DIVISION**

LIST OF INDIVIDUALS PARTICIPATING IN INTERVIEW PANEL:

(A panel should have 3 or more participants.)

LIST OF INDIVIDUALS INTERVIEWED: (Include date & time.)

**PLEASE ATTACH A COPY OF INTERVIEW QUESTIONS AND
INTERVIEW NOTES FOR EVERY CANDIDATE INTERVIEWED.**

cc: Human Resources Hiring File **ONLY**.

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INTERVIEW NOTES REGARDING CANDIDATES INTERVIEWED

NOT SELECTED

Please complete for every candidate interviewed, but not selected, as it pertains to the position, interview questions and responses. Additional Sheets may be necessary for multiple interviews.

NAME: _____

Strengths:

Weaknesses:

Other Notes:

cc: Human Resources Hiring File **ONLY**.